

Reservation Form Rooftop Hall of the PGIS

1. Name of applicant:
2. Date of reservation:
3. Association/Society:
4. Purpose:
5. Category (Please see below):
6. Duration: Hours from a.m. toa.m./p.m. (until 11.00 p.m. Only)

Date:
Signature of applicant

The above event/function is recommended by (For Categories A, B)

Date:
Signature
Chairman/BoS in(Category A/B.)

Recommendation of the Dean/Head of Institution (For Category C):

I certify that the above activity contributes to professional development of the country.

Date:
Signature
Dean/Head of Institution

Permission to use the rooftop hall is recommended /not recommended

The venues are available for the above event/function from a.m./p.m. toa.m./p.m. on

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Deputy Registrar/ Assistant Registrar (PGIS) Date

Approved/Not approved

.....
Director/PGIS Date

Category	Charge	Refundable deposit
A: Academic/research activities of PGIS Conferences, short courses, workshops, Seminars, etc.). Applicant: Coordinator of the activity	Rs. 2,500/-	-
B: Academic Activities of PGIS affiliated societies Applicant: President/Secretary of the activity	Rs. 7,000/-	Rs. 2,500/-
C: Other professional activities of academic/research institutions and scientific organizations Applicant: Organizer (A senior academic/research staff member of the institution)	Rs.10,000/-	Rs.10,000/-

Important:

1. The application should reach the Office of the Director/PGIS seven (07) days prior to the event.
2. Applicant is responsible for keeping the venue cleaned after the event.
3. Nothing should be pasted on walls, windows, tables, chairs, fans, etc.
4. Applicant/Association is responsible for any losses/damages to the property.
5. Noise should be kept to minimum (No public address system) if the venue is used during the day-time.
6. It is not allowed to use other facilities/rooms of the PGIS.
7. **Please retain the payment slip and produce at the request for refunding.**

For Office Use:

The venue was used without incident and no damage was incurred.

Recommend / Nor recommended for approval to refund..... , the venue was used and no damage was incurred/ following damages reported.

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 Deputy Registrar/Senior Assistant Registrar/Assistant Registrar

DB/PGIS
 Approved to Refund

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 Director/PGIS